

# Goal 2 Resource Team STG

June 3, 2008

## 12:30 – 1:30: Meet in workgroups and record updates below

### 1:30 – 3:30 Full team meeting

\_15 min\_ Individual Budgeting Update: Gerald incorporated comments from report and shared draft with DMAS. He will let us know comments from DMAS and others as he learns them. Karen is assembling a small group to look at some of the items related to changes in the IT system that will be needed and DMAS is also looking at regs, barriers, etc.

\_5 min\_ Review Meeting Dates/Times

\_20 min\_ Committee Reports (see below); see below under Training and Resource Bank for plan discussion (was an addition to the committee report)

\_10 min\_ Communication Update

## Item; Discussion/Comments; Next Steps: who, what, when

### Policies and Regulations Workgroup

**Attending:** Keith Kessler, Paige McCleary (VDSS), Dawn Traver (DMHMRSAS), Julie Stanley (Community Integration)

#### Task 1: Review DMAS policies, procedures, regs to identify inconsistencies.

**Status:** Karen reported through Julie that the MFP Manual Appendix changes recommended have been incorporated. Another draft will be available for review later this week.

#### Next Steps:

- ✓ Review next draft and send comments back to DMAS

#### Task 2: Review all state policies, procedures, regulations to identify inconsistencies

**Status:** The group discussed activities since the March meeting. Julie requested to meet with VDH staff to follow up from the 3/4 meeting, however no meeting has been able to be arranged. As opportunities have presented themselves, group members have been incorporating person-centered language into agency policies, presentations and correspondence. Several examples were discussed: A DMAS Training PowerPoint for recruitment of transition coordination providers, a rewrite of one chapter of the auxiliary grant policy manual, and DMHMRSAS OMR/ID review of outgoing correspondence.

The group decided not to resume review of individual regulations, believing that the most effective approach is to assist agencies with revising their regulations as they come up for periodic review. The group discussed the importance of following up from the 3/4 meeting with agency regulatory staff.

#### Next Steps:

- ✓ Ask Kristin Burhop to obtain the periodic review schedule for all applicable DMAS, DMHMRSAS, VDSS and VDH regulations.
- ✓ Once the glossary and principles and guidelines are final, ask Kristin Burhop to transmit them to the regulatory staff as tips (resources) they can use in revising their regulations.
- ✓ Provide regular updates to the agency regulatory staff of STG Goal 2 activities.
- ✓ Incorporate these action steps into the plan for Task 3.

#### Task 3: Complete plan to address inconsistencies between all existing state policies, procedures, regs:

**Status:** The group decided that this plan will be completed in matrix format and will include the applicable dates and agencies responsible for regulatory changes, with the policy review dates and agencies to be plugged in when the review schedule information becomes available. The group also decided that the preferred manner of communication of revised policies and procedures is via agency websites, and that important changes need to be incorporated into future PCP training efforts.

#### Next Steps:

Julie will prepare and disseminate a draft plan to members for review prior to the July 1 meeting.

### Training & Resource Bank Workgroup

**Present:** David Meadows, Dawn Machonis, Gail Rheinheimer, Tera Yoder, Katherine Lawson, Eileen Hammar, Cheri Stierer, Marcia Guardino, Chris Elliott

The workgroup focused on two main items: reviewing the status of the products and discussed upcoming trainings for PCP in MFP.

#### Products:

- ◆ Reviewed the principles booklet and made final changes.
- ◆ Reviewed the PC principle slides and made recommended changes so that the two complement each other.
- ◆ Agreed that the booklet, "What does Person Centered Mean?" also be considered final. As a companion item, Dawn will continue to work on a person centered pamphlet for people with intellectual disabilities

- ◆ Agreed that the glossary could be distributed, but that we would continue to refine. Eileen agreed to review DMAS document with definitions and see if there are changes we need to make to definitions or additional terms to include.
- ◆ Discussed the distribution for registration for the upcoming training days on PCP and MFP; also went over the flow for the day of training
- ◆ Reviewed the draft of the upcoming training plan and agreed to talk more with Cheri to be sure that we coordinate PCP with SIS training/expectations

Although this is an activity of the Training and Resource Bank Workgroup, we discussed the plan during the Resource Team meeting time when we were all together. Eric walked us through the latest draft of the planning documents. The field test has provided the opportunity for refinement and changes and our team also added comments. Eric and others in the OJD office will continue to work on the document and present a revision at the next meeting.

Other agenda items for today:

Present today: Cheri, David, Dawn M, Dawn

Next meeting date: July 1, 1:30 – 4 at the